

Approval Worksheet

Person Contacted: _____ Phone number: _____

Date: _____ Time: _____ Email: _____

Message or Person:

Person Contacted: _____ Phone number: _____

Date: _____ Time: _____ Email: _____

Message or Person:

Security Deposit Amount: _____ Money Order/Cashier's Check not Personal Check

Photo of Sec Dep before mailing need: _____ Photo Recd: _____

Date Security Deposit to be Paid: _____ Recd: _____

Unit assigned: _____

Monthly rent rate: _____

Move in Date: _____ Time (if possible): _____

Date Rent Charge Begins: _____

Pro-rated rent: _____

Day rent will regularly be paid: _____

Lease end: (circle one) May 31 _____ July 31 _____

NWE phone number 1-888-467-2669 Day electricity to be in their name: _____

Insurance: (circle one) Enroll in LRRLI Purchase their own Renter's

Experian RentBureau reminder

Confirmation email sent date: _____

Lease email Sent: _____ Lease done: _____